

Section 5. Workplace Threats and Violence

- 5.1 OMB is committed to providing a safe environment for its employees. Acts of violence or threatening behavior will not be tolerated in the workplace, and every effort will be made to prevent violent acts from occurring.
- 5.2 Violent acts or threats of violence include any activity by an individual that would cause another individual to feel unsafe due to the threat of physical harm. The violent behavior may take the form of verbal threats or harm to another person, damage of property, physical aggression, or harassment. Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it appears to be a weapon or could be used as a weapon.
- 5.3 Employees who are subject to or become aware of any violent acts or threats of violence shall immediately report the matter to their supervisor or any higher level authority.
- 5.4 Supervisors or managers who receive a report of violent activity or a threat of violence shall immediately assess the situation to determine the nature of the threat and take action as follows:
 - (a) Work units both in and outside of the Capitol complex should immediately dial 9-911 for **emergency** situations with a follow-up call to the Highway Patrol Headquarters at 328-2455 to alert them to the situation.

For **non-emergency** or administrative issues, work units both in and outside of the Capitol complex should call the State Highway Patrol Headquarters at 328-2455. The State Highway Patrol is generally responsible for security and investigations on State property.

- (b) When it is apparent that one or more individuals **in the Capitol complex** may be in immediate physical danger, the endangered employee or any observing employee should call the Highway Patrol Headquarters at 328-2455. Work units **not in the Capitol complex** should call 9-911 for situations regarding immediate physical danger.

When any action regarding a or b above is taken by supervisors or managers, the information will be reported to the division director or the OMB Director as soon as possible.

- (c) When the danger of physical harm does not appear to be immediate, the endangered employee or observing employee must provide a full report of the circumstances to the supervisor, manager, division director, or the director of OMB as soon as possible.
- 5.5 A division director or the OMB director, upon receipt of a report of violence or a threat of violent activity, shall take action appropriate to the circumstances which may include requesting the proper authority to remove the violator from the work site, providing appropriate protection to the threatened person(s), and/or investigating or delegating a supervisor or HRMS to investigate the reported incident(s) that may form the basis for any corrective or disciplinary action. HRMS may be consulted regarding workplace investigation procedures. Risk Management must be notified of all incidents.

- 5.6 When a reported act of violence or threat of violent activity has been investigated, and the violator is an employee of OMB, the division director or the OMB director shall take appropriate action which may include participation by the employee in the employee assistance program, disciplinary action up to and including termination of employment and/or reporting incident(s) to law enforcement authorities.
- 5.7 When a reported act of violence or threat of violent activity has been investigated and the violator is not an OMB employee, the division director or the OMB director will take appropriate action which may include termination of the business relationship and/or reporting incident(s) to law enforcement authorities.